

Technology Reference

Contact Courtroom Deputy Clerk with this information
no later than 5 working days prior to hearing.

Case/No: _____

Date/Time: _____

Judge/Courtroom: _____

Requesting Attorney: _____

Contact Name/Number: _____

Will be using:

- | | |
|---|--|
| <input type="checkbox"/> Document Camera | <input type="checkbox"/> Touchscreen Annotation |
| <input type="checkbox"/> Audio Cassette Player | <input type="checkbox"/> Assisted Listening or Interpreter |
| <input type="checkbox"/> Audio CD Player | <input type="checkbox"/> Needs ____ headsets |
| <input type="checkbox"/> Lectern PC | <input type="checkbox"/> Jury Monitors |
| <input type="checkbox"/> Personal Laptop | <input type="checkbox"/> Teleconferencing |
| <input type="checkbox"/> Will need power connection | <input type="checkbox"/> Video Conferencing |
| <input type="checkbox"/> Other | |

Comments: _____

NOTES for Attorneys:

1. Notification due to Courtroom Deputy Clerk no later than 5 working days prior to day required.
2. Personal laptops may be connected to the courtroom presentation system. This will require a standard 15 pin VGA cable for video and a standard line-in cable (1/8" phone plug to 1/8" phone plug) for audio.
3. Laptops attached to the courtroom system for presentation purposes require 1024x768 resolution for proper display.
4. Audio and video tapes should be cued to the correct starting point prior to insertion into court presentation system.
5. Trial presentation programs are not present on the built-in Lectern PC. Programs such as Visionary, Sanction and Trial Director may be loaded onto a personal laptop and used in the courtroom in that manner.